

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

03/01/04

Does not confer to Civil Service Status

**POSITION:** Sales Clerk (Pool/Beach)

**ANNOUNCEMENT#** SP 40-04

NF-2091-01

Salary: \$7.00 per hour

**LOCATION:** MWR Dept., Fitness & Sports, Aquatics/NSA  
Norfolk, VA 23511

**CLOSING DATE:** Open Until Filled

**AREA OF CONSIDERATION:** Open

(1) Position, Flexible

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** This position may perform all or some of the following duties as assigned: Greets customers, checking ID cards to assure that only authorized customers utilize the facility/beach. Issues and receives aquatics gear/equipment, ensuring the customers completes the gear issue chit. May be required to collect and store customer's valuables in basket room. Maintains storage areas and displays. Responsible for cash and/or inventory issued. Records and logs daily and monthly locker rentals, program registrations, reservations and attendance. Answers telephone providing information in regards to facility hours of operation, upcoming special events, etc. Accepts reservations/registrations for lap swims, exercise programs, lifeguard training courses, swim lessons, etc. Operates washers and dryers to sort, wash, dry, fold and store aquatics gear. Cleans and maintains aquatics facilities, performing general janitorial services to ensure interior spaces are in a clean, neat and orderly state at all times. This includes sweeping and mopping floors, dusting and cleaning of office space, cleaning mirrors, bathroom and locker facility and equipment. Reports any maintenance problems, material deficiencies and unsafe conditions or discrepancies that cannot be repaired in-house to the supervisor. As directed, sets-up/prepares aquatics facilities for scheduled events such as lap swims, lifeguard training, exercise programs, races, pool parties, etc. May assist with outdoor maintenance by cutting weeds, raking, picking up trash and debris and securing facilities as needed. May operate an electric or gas weed cutter and lawn mower. May operate cash register, ringing sales and providing correct change to the patron. At end of shift, completes Daily Activity Report (DAR), verifying the amount of money collected and dropping the cashier bag into the drop safe. Performs other related duties as assigned.

**QUALIFICATIONS:** A general knowledge of cleaning procedures, equipment and commonly used cleaning chemicals is required. Must have the ability to understand and carry out basic verbal and written instructions. Knowledge of basic arithmetic to compute charges, make change accurately and prepare reports. Must be a mature individual and be skilled in customer service techniques, tact and good judgment.

**Special Requirements:** This position is subject to an irregular tour of duty, which may include evenings, weekends, holidays and seasonal work lasting up to 4 months. Must possess a valid state drivers license as the incumbent may be reassigned on an "as needed" basis to other aquatic facilities to cover staff shortages or to transfer equipment or rental gear. As a condition of employment, the incumbent must obtain CPR and First Aid certifications within 30 days of hire.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available

at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY

TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**-VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command

POC

name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

**Web Site:** [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

**JOBS Line:** 440-JOBS (5627)